



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 453006
SAN DIEGO CA 92145-3006

IN REPLY REFER TO:

StaO P5500.1

1EA

03 AUG 1998

STATION ORDER P5500.1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE STATION ARMORY (SHORT
TITLE: ARMORY SOP)

Ref: (a) TM 4700-15/1H (NOTAL)
(b) MCO 8373.2E
(c) UM 4400.15 (NOTAL)
(d) ABO 3574.1J
(e) NAVSEA OP 5 (NOTAL)
(f) OPNAVINST 5530.13A (NOTAL)
(g) MCO P4790.2B

Encl: (1) LOCATOR SHEET

1. Purpose. To establish physical security and standing operating procedures for the Station Armory per references (a) through (g).

2. Background. Theft and armed robbery of military installation armories are a significant threat. The Marine Corps employs stringent physical security standards to protect weapons, ammunition, and explosives from theft and damage. Of primary concern are those ordnance materials that may be used to endanger life or threaten the preservation of law and order. This Order standardizes armory procedures to execute security measures, and serves as a ready reference to ensure those procedures are consistently followed.

3. Information. The mission of the Station Armory is to provide secure storage for weapons and ordnance items of Station units and tenant commands, to perform maintenance up to and including third echelon, and to issue organic weapons and equipment as required.

4. Certification. Reviewed and approved this date.


T. A. CAUGHLAN

DISTRIBUTION: MCAS: A

StaO P5500.1

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE STATION ARMORY (SHORT
TITLE: ARMORY SOP)

Location: _____
(Indicate location(s) of copy[ies] of this order.)

ENCLOSURE (1)

ARMORY SOP
RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

ARMORY SOP

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ARMORY SOP

INTRODUCTION

0001. PURPOSE. To establish physical security and standing operating procedures for the Station Armory.

0002. SCOPE. This order governs the security measures to be maintained at the Station Armory. Procedures are set forth for periodic inventories and issue of ordnance material. Security of range detail weapons issue and recovery are detailed. Weapons cleaning procedures, handling of Rifle Team Equipment and privately owned weapons are addressed.

0003. RESPONSIBILITY. The Commanding Officer of Marine Corps Air Station (MCAS) Miramar is ultimately responsible for security of the MCAS Miramar Armory and exercises that responsibility by appointing an Armory Officer (AO) and Noncommissioned Officer in Charge (NCOIC) to implement procedures set forth in references (a) through (g).

ARMORY SOP

CHAPTER 1

MANAGEMENT OF STATION ARMORY (BLDG 7134)

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ARMORY SOP

CHAPTER 1

MANAGEMENT OF STATION ARMORY

1000. GENERAL. The Station Armory is established under the cognizance of the S-4 to provide security, accountability, and maintenance of all ordnance equipment held within the armory's work area. The armory's hours of operation for weapons issue are 0745-1530 Monday-Thursday, 0745-1400 Friday (for Armory training purposes) and 0430-1530 when range details are scheduled.

1001. SECURITY MEASURES. The current edition of reference (f) establishes the physical security measures that will be strictly adhered to as follows:

1. The Armory Officer is responsible for the interior security and operation of the Station Armory and will be appointed in writing by the S-4.

2. One person within the armory will be armed with a holstered M9 9mm pistol and two (2) magazines of fifteen (15) rounds of 9mm ball ammunition each at all times.

- a. One magazine will be inserted into the weapon, with a round chambered. The other magazine will be carried in an ammunition pouch.

- b. The weapon will be on safe and pointed into the clearing barrel while loading/unloading.

- c. Armed personnel will automatically assume the responsibilities of Duty Armorer for the armory.

1. Take charge of the armory as a sentry to guard personnel and property in the armory.

2. Perform all necessary measures for use of security systems, alarms, and access controls contained in this order.

- d. Only personnel who have qualified annually and had the Deadly Force class will be armed.

3. Procedures for accessing personnel into the Station Armory are as follows:

a. All personnel requiring access into the Station Armory will be positively identified prior to entry.

b. Reference (f) requires that an Unaccompanied Access letter for the Station Armory be maintained and posted, out of public view, with names of personnel authorized access to the Armory. The access list will include both authorization for unaccompanied and accompanied access. Information required for personnel is last name, first and middle initials, rank, social security number, and billet.

(1) Unescorted access into the armory will be limited to personnel listed on paragraph one (1) of the Unaccompanied Access letter.

(2) Personnel listed on paragraph two (2) must be logged in the Visitor's Log and escorted by personnel listed on paragraph one (1).

c. Other personnel requiring entry into the armory will be limited to those personnel on official business as designated by the S-4. These personnel will also be entered into the Visitor's Log.

d. Personnel not on the Unaccompanied Access list will be subject to search of their person and items upon entry and exit of the Station Armory.

4. All Armory business will be conducted behind locked doors.

5. During other than normal working hours, the NCOIC must notify PMO Desk Sergeant and dispatcher to access the Station Armory.

6. An internal detection system (IDS) is used to provide security for the armory building after normal working hours; the elements of the IDS will be promulgated only to supervisory, armory and security personnel with a need to know.

a. The alarm systems for the Station and Consolidated Armory will be tested monthly with the PMO dispatcher, overseen by the Station Commanding Officer; the results of the test will be recorded in appropriate logs.

b. In the event of an alarm activation, the PMO Desk Sergeant will immediately dispatch a patrol unit to the armory who upon arrival, will take control of the situation.

c. When the alarm systems are not functioning, security for the Consolidated Armory will be provided by Armed Guard Sentries of disinterested parties. Those personnel will be properly posted and relieved by the Officer Of the Day (OOD), Sergeant/Corporal of the Guard (S/COG) or PMO.

7. The armory area will remain lighted at all times.

8. All weapons stored in the armory will be secured in their appropriate storage container when not in use, as defined in the current edition of reference (f).

9. All weapons issued on a command designated sub-custody basis will be provided proper security by the responsible unit while in their possession.

10. Ammunition will be stored in the armory only per the provisions of reference (f). Explosives and pyrotechnics shall not be stored in the Armory.

1002. INVENTORIES. The following inventory procedures will be adhered to:

1. Armory personnel will conduct a sight count of all weapons twice daily upon entering.

a. The first count will be conducted upon opening the Armory. The second will be conducted prior to securing the Armory each workday.

b. The results of the sight count will be recorded on a daily sight count form in duplicate. The duplicate copy will go to the Armory Officer and the original will be retained on file in the Armory for a minimum of one (1) year as required by reference (f).

2. A serialized inventory of all organic ground ordnance items will be conducted monthly.

a. The inventory will be conducted by an officer or staff

noncommissioned officer who is not in the custody chain or in any way responsible for the security of the weapons being inventoried.

b. The Station Armory will prepare a report to be published by the S-4 to record the results of the inventory.

c. The Station Supply will generate a CMR listing of all serialized ordnance within the Station Armory to check the inventory.

d. During the Serialized inventory, no weapons will be issued so an accurate assessment may be taken.

e. The inventory will be conducted for all serialized ordnance equipment held by the Station Armory and miscellaneous small accounts.

f. Armory personnel will offer assistance in locating items and/or receipts only. The assigned individual may use up to three (3) assistants for the purpose of reading serial numbers.

g. Item serial numbers, to include receipts, will be matched against the listing to ensure that all items are accounted for. Any administrative remarks or discrepancies will be annotated on the listing and initialed at the bottom of each page.

h. Upon completion of the inventory the assignment letter, the annotated listing, and a letter summarizing any discrepancies found will be returned to the S-4.

i. The inventory will then be distributed by the S-4 as required and held on file in the armory for a minimum of two (2) years as required by reference (g).

1003. INDIVIDUAL ISSUE OF ORDNANCE MATERIAL

1. The Station Armory will not normally assign weapons to individuals on a permanent basis due to the limited number of weapons available.

2. Weapons will be drawn as required and returned to the armory daily except as authorized by written correspondence from the S-4.

3. Issue and recovery of ordnance material will be conducted as required by the current edition of references (a) and (c).

a. All personnel requiring a weapon will present a valid Armed Forces Identification Card (AFID), Ordnance Custody Receipt (OCR) card (NAVMC 10520) and appropriate orders if applicable.

b. Weapons will be issued and recovered on a daily basis and returned immediately upon completion of any function.

c. Armory personnel must be notified should the function be expected to extend beyond 1600 and the Armory will remain open until the weapon is returned.

d. The issue of weapons for more than one (1) day must be authorized in writing by the S-4 and the responsible unit must be able to provide adequate security for the equipment while in their custody.

4. Transportation by privately owned vehicle (POV) is authorized by reference (f) as follows:

a. Transportation of an automatic weapon, specifically the M16, and/or more than one of any type weapon is prohibited.

b. All other weapons may be transported as specifically designated by written authorization from the Commanding Officer with the following provisions:

(1) Any deviation from the most direct route to and from the authorized destination is not authorized.

(2) The written authorization must be carried at all times that the weapon is being transported.

(3) The weapon must be carried in the trunk or as far as possible from reach if the vehicle has no trunk. Under no circumstances is it authorized to conceal the weapon on your person or in your vehicle.

5. Armory personnel will notify the PMO Desk Sergeant, the S-4, the Armory Officer and the Commanding Officer when an individual fails to return the weapon by 1600. The notification will include

the following information: The individual's name, grade, social security number (SSN), military unit, and the type and serial number of the weapon.

1004. SECURITY OF RANGE DETAIL WEAPONS

1. Each individual shooter will be in possession of range orders at all times while in possession of his/her weapon and will be responsible for the security of their assigned weapon.
2. The requirement for a non-firing SNCO of the range detail is established by reference (d). This individual will be responsible for ensuring that personnel assigned to the range detail arrive each day.

1005. SPECIFIC PROCEDURES FOR ISSUE AND RECOVERY

1. Ordnance material, specifically weapons, will only be issued for official functions duly authorized by the Commanding Officer, MCAS Miramar or higher authority. Procedures and requirements for issue vary with the function. The following instructions apply and will be strictly adhered to:

a. Regualification and Familiarization Details

(1) Initial Issue

(a) Individuals assigned to weapon regualification or familiarization details will report to the Station Armory to draw required weapons and equipment by the specified issue cut off date on range orders.

(b) Personnel will appear at the Station Armory in an authorized military uniform (no civilian attire or PT gear), and present original orders, as well as their AFID card for initial weapon issue.

(c) The NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories (IMR) card will be completed by armory personnel and initialed/signed by the individual for receipt of weapons/collateral equipment. Individuals will also be issued a NAVMC 10520 card.

(2) Daily Issue and Recovery

(a) Individuals must present their AFID card, original orders, surrender their OCR card, and appear in an authorized military uniform for daily issue and recovery of weapons/equipment.

(b) All weapons will be turned in with the bolt or slide locked to the rear, weapon on safe, and butt first. No weapon will be carried within the armory compound loaded at any time unless carried as security in the line of duty.

(c) Each individual will clean their assigned weapon upon completion of the detail.

(d) After the final cleaning, armory personnel will inspect the weapon for cleanliness and serviceability, initial the cleaning log, make the appropriate entries on the IMR card, destroy the OCR card, and return the recovery half of the IMR card to the individual releasing him/her from responsibility for the weapon.

(e) Each individual is responsible for initialing the weapons cleaning log after each cleaning.

(3) Lost NAVMC 10520 Forms

(a) An individual who loses the OCR card must complete a MLSR NAVMC 10520 form (see Appendix A) signed by the Sergeant Major for enlisted personnel or the Commanding Officer for officers requesting that a duplicate be issued.

(b) This form will include the individual's name, grade, SSN and a statement of explanation regarding the loss.

(c) The replacement OCR card will have "(R)" placed on the front, lower right side.

(d) The form will be maintained for two (2) years with the Standard Subject Identification Code (SSIC) files.

b. Parade, Drill, Personnel Inspection and Training

(1) Concerned units will submit requests to the Armory Officer via S-4 for approval.

(2) The request will include the responsible officer's (RO) name, SSN and grade; the date and time of issue; the date and time of return; the type of ordnance material required, the quantity of requested items and the names of personnel to be issued items.

(3) The request will be delivered to the Station Armory ten to five (10-5) working days prior to the event so not to overlap events.

(4) The RO will receipt for the items using a NAVMC 10359, Equipment Custody Record (ECR) card.

(5) Upon completion of the event, the weapons used will be cleaned and lubed in accordance with the operators manual.

1006. WEAPON CLEANING PROCEDURES

1. All cleaning and disassembly procedures performed by the owner will be completed as required by the operators manual.
2. If the contents of this publication are unknown, the owner may check out a manual for the day of cleaning only.
3. All weapons will be cleaned within the confines of the armory building.
4. No weapons will be cleaned in the outside cement area adjacent to the front and rear doors or on the grassy areas at the sides of the building.
5. The interior of the armory building is designated as a non-smoking area.
6. Weapons issued for cleaning will be drawn from the armory no later than 1530 and be returned no later than 1600.

1007. RIFLE TEAM EQUIPMENT (RTE)

1. Rifle teams for competition in arms will be established as provided for in reference (b).

2. The Armory Officer will be responsible for RTE stored within the Station Armory.
3. The OIC of the Rifle Team will be designated as the RO for the Rifle Team and his/her duties will include, but are not limited to, the following:
 - a. Ensuring maintenance is conducted on the RTE.
 - b. Coordinating with armory personnel for maintenance support.
 - c. Coordinating with the S-4 for transportaiton of RTE to MCB Camp Pendleton for maintenance.
 - d. Ensuring that RTE tool inventories are conducted per the current editions of reference (g).
4. All issues of RTE will be controlled by the Responsible Officer for the Rifle Team. All issues will be made as outlined in the current edition of refrence (b).
5. Individuals who check out RTE are responsible for cleaning the weapon and equipment prior to returning it to the armory.

1008. PRIVATELY OWNED WEAPONS (POWs)

1. All privately owned weapons (POWs) retained aboard MCAS Miramar must be registered with PMO per the current reference (e). Reference (e) prohibits the possession of any weapon in Bachelor Enlisted/Officer Quarters.
2. Station personnel residing in these areas are required to turn in their POWs to the Station Armory or provide adequate storage off station.
3. Personnel who desire to store their POWs in the armory must provide:
 - a. A copy of the PMO registration.
 - b. A completed Authorization to Store POW in Station Armory form (see Appendix B).
 - c. A valid AFID card.

- d. The equipment to be stored.
4. Armory personnel will utilize an IMR/OCR card to record the issue. The individual will be given the OCR card.
5. Individuals are responsible for the care and maintenance of their POWs while in storage.
6. Personal Weapons stored inside the armory can not be locked in cases by owner. Weapons are permitted to have trigger locks. This is to ensure that a complete inventory of all serialized gear will be taken.
7. To check out a POW for other than cleaning, the individual must show a valid AFID card, surrender the OCR card for the weapon and submit a completed Authorization to Remove a POW from the Station Armory form (see Appendix C).
8. Personal weapons requiring storage after normal working hours may be turned in to PMO Weapons Storage Area (WSA), Building M-310, and must be picked up on the next workday to be turned in to the Armory.
9. Records for POWs will be retained at the Armory for one (1) year after removal of the weapon.

1009. INSPECTION OF PRIVATELY OWNED WEAPONS FOR THE PURPOSE OF RECREATIONAL FIRING

1. POWs removed from the armory for recreational firing will be inspected by an armorer. The individual who desires such an inspection will first sign a Weapons Inspection Release From Liability (see Appendix D) which will be provided by the armory.
2. The courtesy safety inspection of POWs is designed to identify obvious broken or missing parts and to ensure that safety devices work properly. Armory personnel do not have the special gauges nor the training to provide a technical evaluation of the many different types of POWs. Armory personnel will conduct courtesy safety inspections only when such inspections do not interfere with their normal armory duties.
3. The armory personnel will identify the weapon inspected by manufacturer, caliber and serial number on a dated Equipment Repair Order (ERO) form, NAVMC 10245. The inspection is valid for each

weapon for a thirty (30) day period after which another inspection and ERO must be obtained by the individual. Armory personnel will annotate on the ERO that the inspection is for recreational firing purposes only.

ARMORY SOP

CHAPTER 2

MANAGEMENT OF CONSOLIDATED ARMORY (BLDG 7134)

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ARMORY SOP

CHAPTER 2

MANAGEMENT OF CONSOLIDATED ARMORY

2000. GENERAL. The consolidated armory consists of the common areas shared by all tenant armories. This includes the interior cleaning areas, heads, hallways, outside areas around the armory, to include sidewalk and parking area in front and on the side of the armory grounds.

2001. RESPONSIBILITIES

1. The S-4 will periodically inspect the grounds and building to ensure they are being maintained in a clean manner and process all work requests dealing with the building and grounds maintenance.
2. The Armory Officer will ensure that problems faced in coordinating the clean-up and security of the building and grounds are rectified as soon as possible.
3. The Armory NCOIC will ensure that rosters and listings pertaining to clean-up and security are published and distributed in a timely manner and directives to conduct maintenance and security tasks are being enforced.
4. The Provost Marshal's Office (PMO) will monitor the IDS, recall the Duty Armorer in response to Unit IDS failures or other official reasons as necessary, and provide a reactionary force in support of duress alarms. Additionally, PMO will inspect each armory's security program annually and provide technical advice concerning security measures as required.
5. The Tenant Unit will be responsible for the maintenance and security of the space occupied by their unit armory.

2002. ROSTERS AND LISTINGS

1. Consolidated Armory Unaccompanied Access Roster:
 - a. Compiled by the Armory NCOIC.
 - b. Published by the S-4.

c. Distributed to: PMO, Tenant Unit Armories, Station Armory files.

d. The purpose of this listing is to authorize those personnel who can draw armory keys from PMO during other than normal working hours.

e. This listing will be maintained with SSIC files.

2. Duty Armorer/Internal Security Roster:

a. Compiled by the Armory NCOIC.

b. Published by the S-4.

c. Distributed to: PMO Dispatcher, Tenant Unit Armories, Station Armory files.

d. The purpose of this roster is to assign open-up/lock-up responsibilities and a point of contact for recall in the event of a Unit IDS failure.

e. This roster will be maintained with SSIC files.

3. NCOIC's/Assistant Noncommissioned Officer in Charge (ANCOIC) Listing:

a. Compiled and published by the Armory NCOIC.

b. Distributed to: PMO, Tenant Armories, Station Armory files.

c. The purpose of this listing is to provide PMO with a unit point of contact to ensure that unit personnel that request access are authorized to open their unit armory.

d. This listing will be maintained with SSIC files.

4. Consolidated Armory Recall Roster:

a. Compiled and published by the Armory NCOIC.

b. Distributed to: PMO Physical Security Chief, Tenant Unit Armories, Station Armory files.

c. The purpose of the roster is to provide recall information for all personnel working within the Consolidated Armory.

d. This roster will be maintained with SSIC files.

5. Hazardous Waste Designees

a. Compiled and published by the Armory NCOIC.

b. Distributed to: HazMat Center, Tenant Unit Armories, and Station Armory files.

c. The purpose of this listing is to designate those personnel who will assist in collecting HazMat and turn in to the collection point.

d. This listing will be maintained with SSIC files.

6. Consolidated Armory Annual Clean-Up Schedule:

a. Compiled by the Armory NCOIC.

b. Published by the S-4.

c. Distributed to Tenant Unit Armories and Station Armory files.

d. The purpose of this schedule is to provide a rotation of the three major common areas for clean-up between the individual unit armories.

e. This schedule will be maintained with SSIC files.

2003. MAINTENANCE

1. The Armory NCOIC will ensure that any minor repairs are reported to the Public Works Center help desk. All calls will be logged in the appropriate log on the date of the call.

2. Any major repairs or modifications to the facility will be initiated using a work request form routed to S-4.

2004. SECURITY

1. The Armory NCOIC will be responsible for the security of the Consolidated Armory during normal working hours.

2. After normal working hours, PMO will be responsible for maintaining security of the Consolidated Armory.

3. The Duty Armorer (DA): Each tenant within the Consolidated Armory will be responsible for opening and closing the building. Which ever Unit needs to be open earliest or closed latest will do so adhering to the following guidelines:

a. The Unit's DA will, after securing the Consolidated Armory ensure that the access keys are turned in to the PMO.

b. The Unit's DA will check out the Consolidated Armory access keys from PMO at least thirty (30) minutes in advance and request an escort.

c. The Unit's DA will ensure that transportation of the Consolidated Armory access keys in privately owned vehicles is done with the following provisions:

(1) The most direct route is used when traveling between building 7134 and building M-310.

(2) There is no stopping enroute.

(3) The Unit's DA will cooperate with PMO personnel in any way that will not compromise the security of the equipment in his custody.

d. The Unit's DA will be responsible to maintain a telephonic liaison with PMO Dispatch and the Officer Of the Day, for recall purposes, after normal working hours.

e. The Unit's DA is in a duty status and will not consume, in any quantity, any alcoholic beverage.

(1) For any signs of break in or vandalism, the recalled Unit's Duty Armorer will conduct a security inspection with PMO and open the building.

(2) Using the front access door for entry and exit of the building. All other access doors will remain locked. The front door will remain closed to discourage unauthorized people from entering the building.

f. In cases of an individual unit's space IDS system malfunction within the Consolidated Armory, building 7134, the Unit's DA will remain armed and stand his/her duty within his/her unit Armory until the problem is corrected or the DA is relieved by a member of his/her unit.

g. In cases of the entire Consolidated Armory, building 7134 IDS system malfunction, PMO security force will provide the security of the perimeter as outlined in sections 1001.6.c and 2001.4. The posted Sentry will conduct a walk through of the building grounds and calling the PMO dispatcher every hour to report that everything is secure.

4. No one assigned to guard the Consolidated Armory will sleep while on duty.

5. The armory area will remain lighted at all times.

2005. SAFETY

1. All unsafe conditions will be reported to the Station Armory NCOIC immediately.

2. All hazardous materials beyond daily requirements will be maintained at the Hazardous Materials area in the appropriate locker.

3. All hazardous waste will be maintained at the Hazardous Waste Accumulation Area.

a. This area will be strictly controlled by Station Armory personnel to include:

(1) Daily, weekly, and quarterly inspections.

(2) A log of all drums holding hazardous waste to show when the drums are due to be shipped and when they are actually picked up.

(3) Restricted access through the fenced-in area.

b. Each unit armory will be responsible to secure their drum and for the contents of their drum placed in the accumulation area.

4. All hazardous waste spills in the cleaning are will be reported immediately to the personnel's unit armory for cleanup.

5. The armory building and grounds will be kept in a good state of police at all times.



APPENDIX A
UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
P. O. Box 452000
SAN DIEGO, CALIFORNIA 92145-2000

8000

From: _____
Name: Last, First, MI/Rank/SSN/Section/Extension
To: Armory Officer, Station Armory
Via: Sergeant Major, _____
Subj: MISSING, LOST, STOLEN ORDNANCE CUSTODY RECEIPT (NAVMC 10520)

1. I hereby report that my Ordnance Custody Receipt card is Missing/Lost/Stolen/Recovered (circle one) for the following reason:
USE ATTACHED SHEET IF NEEDED

Weapon Type: _____ Serial Number: _____ Rack Number: _____

2. I understand that the security of my OCR card is my responsibility and that I may be subject to NJP based on any statements made by me or any other individual(s) included in my report. I have the right to refuse to complete this form but will be denied another card if I do so.

MARINE'S SIGNATURE

FIRST ENDORSEMENT

From: Sergeant Major, _____
To: Armory Officer, Station Armory
Subj: MISSING, LOST, STOLEN ORDNANCE CUSTODY RECEIPT (NAVMC 10520)

1. Forwarded recommending/not recommending approval for reissue of Ordnance Custody Receipt (NAVMC 10520).

SERGEANT MAJOR'S SIGNATURE



APPENDIX B

UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR

P. O. Box 452000

SAN DIEGO, CALIFORNIA 92145-2000

8000

From: _____
Name: Last, First, MI /Rank/SSN/Section/Extension
To: Officer In Charge, Station Armory
Subj: AUTHORIZATION TO STORE PRIVATELY OWNED WEAPON (S) IN
THE STATION ARMORY
Ref: (a) StaO P5500.1

1. I understand that before I can store any weapon in the Station Armory, I must register it on base with PMO and complete attach a copy of the registration on the "Authorization to Store Privately Owned Weapons" form.

2. I understand that I am responsible for the maintenance of my weapon (s) while being stored in the Station Armory. I additionally agree to clean my weapon (s) within the confines of the Consolidated Armory cleaning area.

3. I understand that I must return the Custody Receipt card and a completed "Authorization to Remove Privately Owned Weapon" form for each of the weapons stored in the Armory to remove the weapon for any other reason than cleaning.

- a. Weapon make/model: _____
b. Caliber: _____
c. Weapon serial No: _____

MARINE'S SIGNATURE

FIRST ENDORSEMENT

From: Commanding Officer, _____
(Name/Rank)
To: Officer In Charge, Station Armory

1. Approved/disapproved. (circle one)

CO'S SIGNATURE



APPENDIX C

UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
P. O. Box 452000
SAN DIEGO, CALIFORNIA 92145-2000

8000

From: _____

Name: Last, First, MI/Rank/SSN/Section/Extension

To: Officer In Charge, Station Armory

Subj: AUTHORIZATION TO REMOVE PRIVATELY OWNED WEAPON FROM
THE STATION ARMORY

Ref: (a) StaO P5500.1

1. I understand that I must turn my personal weapon back into the
Station Armory NLT 1500 on the date specified below. Failure to do so
will result in NJP.

2. The following information is provided:

a. Weapon type: _____

b. Weapon serial No: _____

c. Date/time issued: ____/____/____

d. Date/time returned: ____/____/____

e. Reason for check out: _____

MARINE'S SIGNATURE

FIRST ENDORSEMENT

From: Commanding Officer, _____
(Name/Rank)

To: Officer In Charge, Station Armory

1. Approved/disapproved. (circle one)

CO'S SIGNATURE

ARMORY SOP

APPENDIX D

WEAPON INSPECTION RELEASE FROM LIABILITY

I, _____, acknowledge that my privately owned weapon has been inspected by an Armorer located at Marine Corps Air Station Miramar and has been declared to be free of obvious defects.

I AM AWARE THAT USE OF MY WEAPON FOR RECREATIONAL FIRING AT ANY LOCATION IS A HAZARDOUS ACTIVITY AND I UNDERSTAND AND, I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. FURTHERMORE, I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH.

I AM AWARE THAT PRIVATELY OWNED WEAPONS TO BE USED AT THE FACILITY MUST BE INSPECTED BY MY RESPECTIVE UNIT ARMORY PERSONNEL. I UNDERSTAND THAT ARMORY PERSONNEL WILL CONDUCT A COURTESY SAFETY INSPECTION ONLY, AND THAT IS NOT A TECHNICAL EVALUATION OF THE WEAPON FOR DEFECTS. I UNDERSTAND THAT I SHOULD NOT RELY UPON THE ARMORY INSPECTION TO ENSURE THAT MY PRIVATELY OWNED WEAPON IS FREE OF DEFECTS AND WILL NOT MALFUNCTION.

RELEASE

In consideration of being permitted to use the Facility, and to have my privately owned weapon inspected by my respective unit Armory personnel, I hereby agree that I, my assignees, heirs, guardians and legal representatives will not make a claim against, sue, or attack the property of the United States of America, the United States Marine corps, the Department of Navy, and agency, branch or subdivision thereof (collectively referred to as the United States), or any officer, agent or employee thereof (collectively referred to as resulting from negligence or other acts, however caused, of the United States or government personnel in connection with my use of the Facility or the inspection of my privately owned weapon,

I hereby acknowledge my understanding of this release of the United States and government personnel from any and all liability connected with my use of the Facility or the inspection of my privately owned weapon.

ARMORY SOP

APPENDIX D

KNOWING AND VOLUNTARY EXECUTION

I have read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and United States and I sign of my own free will.

Executed this _____ day of _____ 199__.

RELEASER

WITNESS